

1

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Recommended Objective for DDA Quarterly Planning Conference
(First Quarter FY 1984)

FROM:

Information and Management
Support Staff, OL

EXTENSION

NO.

25X1

DATE

25X1

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1. Chief, IMSS/OL

2. D/L

3. EO/OL

4. DD/L

5. OL/IMSS

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

DM

SW

W

Attached for your
review and approval are
recommended topics for the
first FY 1984 Quarterly
Objective Review with the
DDA, scheduled for

2 February 1984

25X1

3 - 2/4: I'd delete
vehicle dispatch plan + NMA
items - I would have
Q & A for every session.

occupancy, concept plan for
GSA takeover, and OF/OL
exchange agreement for
this session. John

Agree at John.
W

? - OL/NSA

Recommended Objectives for the DDA Quarterly Conference

2 February 1984

Objectives Recommended

✓ Establish overseas personal computer capability.

~~Complete implementation of a more effective vehicle dispatch plan.~~

~~Develop and implement NOMAD-based P&PD Management Information System.~~

Implement corrective action to problems uncovered in P&PD Customer Survey Questionnaire.

✓ Expand personnel exchange program with external agencies.

Remaining FY-84 Objectives

Consolidate Agency Metropolitan Washington Area activities.

Develop formalized "professionalism" program within OL.

Develop and implement the Logistics Integrated Management System (LIMS).

Strengthen and expand personnel management support in OL.

Convert general provisions used in Agency contracts from DARS to FARS.

Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval.

✓ Implement the DDA's "Quality of Life" program.

Implement corrective action to customer surveys in LSD.

Complete basic operational capability of the Digital Prepress System.

~~CONFIDENTIAL~~

CONFIDENTIAL

Remaining FY 1984 Objectives (Continued)

Complete evaluation of the Quality Circle Program in P&PD.

Develop and disseminate customer survey questionnaires in PD, RECD, and SD.

25X1

✓ [Redacted]

✓ Resolve issues ^{of} at Agency takeover of M&O of Headquarters facility.

25X1

[Redacted]